

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Phase IV, Long Range Plan

FROM:

Chief, Printing and
Photography Division, OL

EXTENSION

NO.

OL-11011-83

DATE

9 SEP 2001

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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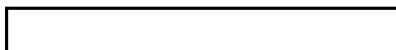
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4 FEB 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

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FROM:



Chief, Printing and Photography Division, OL

SUBJECT: Phase IV, Long Range Plan

REFERENCE: Memo for D/L, from DDA, Same Subject,
Dtd 25 Jan 1983, (DDA 83-0140/6)

1. Per your request, this memorandum contains items that concern improving the management of support services provided by the Office of Logistics, Printing and Photography Division (OL/P&PD). The following items are submitted for your consideration for inclusion into an overall OL report:

a. Contributions to improving effectiveness and responsiveness of service over the past year (FY-82).

1. Increased ETECS Utilization

P&PD continued to review incoming printing requests to determine job suitability for ETECS processing. ETECS processing of printing requests results in reduced film, paper, plate, and handling cost with no increase in job throughput while the quality of the final product will be greatly enhanced. The following actions were taken to increase ETECS utilization:

- Installation of an ATEX Mini-Edit system in the Office of Current Production and Analytic Support, DDI (CPAS/DDI). This system will provide additional input and text editing capabilities for the production of DDI publications such as the President's Daily Brief, National Intelligence Estimates, alert memoranda and the National Intelligence Daily.
- Acquisition of two Autologic Micro-5 Phototypesetters to provide redundancy and increased reliability for the typesetting of time critical, current intelligence publications.
- Acquisition of a Wang word processor with an ATEX interface to allow P&PD to accept customer prepared

Wang floppy disks and transmit the data to ETECS where it can be composed and phototypeset.

- P&PD coordinated the acquisition of an Antares Data conversion device with the Office of Data Processing (ODP). P&PD will use this device to convert the data received from various agencies for the publication of the Intelligence Community budget to a standard format and then transmit the data to ETECS for processing.

2. Digital Prepress Initiatives

P&PD acquired an EOCOM Laserite V laser platemaker and an Autokon 8400 black and white electronic scanner as the first step in implementing the long-range plan to automate the labor intensive manual prepress printing functions. P&PD is also working in conjunction with other Agency components to integrate the digital prepress system into an Agency automated publishing network. This network will save material and labor costs while improving the overall quality and timeliness of Agency intelligence publications.

3. Automated Labeling System

P&PD purchased an electronic labeling system in late FY-82. This device utilizes a video display keyboard terminal and floppy disk storage in a minicomputer console. It provides the capability for storing and easily updating dissemination/mailing lists for Agency publications. It also prints out address labels from the lists, which are then applied to envelopes using an automatic labeler. This facility provides for more timely dissemination of Agency intelligence publications.

4. Enhanced Computer Graphics Support

P&PD upgraded the software in its existing Dicomed Graphics Design Station and acquired an Apple computer with Dicomed software to increase overall production capabilities. These actions have helped the P&PD Design and Presentations Center to provide timely support to the Agency's presentation/publication requirements. Additionally, P&PD through the use of their Dicomed computer graphics recorder, has provided high quality color graphics output to Agency users from all components.

5. Headquarters Output Media Center

The Office of Logistics, in conjunction with the Office of Data Processing and the Office of Communications established a Headquarters Output Media Task Group to study the feasibility and practicality of establishing a centralized Headquarters Output Media Center. This center would provide output support for electronic printing, copying, computer graphics, computer line printer output, and traditional high quality printing via ETECS. The goals of such a center would be: increased productivity and efficiency, and improved product throughput, while reducing overall manpower requirements.

6. Computer Output Microfilm (COM) Support

P&PD in conjunction with ODP is developing an automated COM data handling process called AUTOFICHE. Prior to AUTOFICHE, COM customers had to output their data to magnetic tape and then submit a form/requisition to P&PD for tape pick-up and job processing. AUTOFICHE will allow COM customers to output their data to a disk in ODP, where it will be accessed by P&PD, routed to the COM systems, and processed. This action will eliminate the use of forms, decrease the amount of magnetic tape handling, and decrease job throughput time.

7. Copier Management

On 1 October 1981, P&PD implemented a centralized Copier Management Program for the Agency. The initial objectives accomplished by the program included: realignment of copier/duplicator equipment to requirements, and a reduction of the total number of units relative to requirements; expeditious certification of copier invoices which resulted in \$34,000 in prompt payment discounts for FY-82; and a reduction in the total number of Agency copier contracts from 121 in FY-81 to 32 in FY-82.

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b. Plans for continuing the prime objective of being responsive to requirements in an efficient manner.

1. Increased ETECS Utilization

In addition to the items outlined in paragraph 'a' above, P&PD will continue to utilize ETECS for processing printing requests. P&PD, in conjunction with ODP will establish a data link through the IBM VM computer system from communicating Wang word processors to ETECS. In conjunction with DDI/CPAS, P&PD will support DDI cable production via ETECS. P&PD is now supporting DDI/OCR by publishing all biographic reports via ETECS. It takes 1.5 work years to support the new biographic report requirement.

2. Digital Prepress

P&PD will implement production on the laser platemaker and black and white scanner in FY-83. Additionally, a test bed page make-up system will be installed which will allow text from ETECS and graphics from the black and white scanner to be merged into make-up pages. Long range plans call for including color graphics processing in the system, and outputting both graphics (black and white and color), and text via a laser platemaker. The system will be linked to other Agency text and graphics systems, ie; DDI/CPAS ICAADS and DDS&T MIDAS to become an Agency-wide automated publishing network. The system will provide for greater material and personnel resource efficiencies and faster job throughput time in support of Agency intelligence production.

3. 'Quality Circles' Personnel Management

P&PD has initiated a pilot program on 'Quality Circles' personnel management techniques. The purpose of this program is to determine if 'Quality Circles' will improve productivity, quality of output, and morale in the overall operation of the Division.

4. Bindery Automation Study

A comprehensive study will be undertaken to define areas within the P&PD Bindery Branch that can become more efficient through automation. Requirements, equipment, resources, and work flow will all be reviewed to determine what equipment acquisitions and/or procedural changes can be

accomplished to improve the overall operating efficiency of the Branch.

5. Computer Graphics Support

P&PD will enhance its computer graphics production support in FY-83. These enhancements will include the acquisition of an additional Dicomed graphics design station, the development of an electronic interface between ODP's computer systems containing graphics software and P&PD graphics production facilities and increased staffing for graphics support. Additionally, P&PD will publish notices and develop a seminar to make Agency customers aware of P&PD computer graphics support capabilities.

6. Acquisition of an ILFORD Color Copier

This equipment produces high quality color prints and vugraphs from 35mm slides, color photographs or vugraphs. It will provide quick turnaround service to P&PD customers requiring the outputs outlined above, and reduce the number of work hours required to support the labor intensive tasks associated with the current color print and vugraph production processes.

7. P&PD COM Support

P&PD will implement production in early FY-83 on the recently completed AUTOFICHE software system. This software, along with the ODP/P&PD COM data link that was installed in late FY-82, will decrease customer turnaround time on COM jobs.

8. MIDAS Program Support

P&PD will begin providing typesetting services for the production of FBIS Daily Reports via MIDAS on 1 April 1983. This first phase of MIDAS production will consist of two of the eight FBIS Daily Reports. During FY-83, P&PD Staff Officers will support Phase II of MIDAS which will require the development of system specifications for accepting MIDAS digital data direct to the P&PD laser platemaker for the production of plates and subsequent printing of all eight FBIS Daily Reports. The MIDAS program will improve the quality of the FBIS publications and also reduce the material resources that are necessary for production.

9. Copier Management

Specifically defined requirements for low volume copiers will be developed in an effort to produce a Request For Proposal (RFP) and contract award for a standardized copier in this category. Additionally, efforts will be made to reduce the number of copiers relative to requirements by realigning existing equipment and replacing inefficient or ineffective equipment with technologically improved devices.

10. Headquarters Output Media Center

P&PD, in conjunction with OC and ODP will finalize a report to management in FY-83 which will address the feasibility and practicality of establishing a Headquarters Output Media Center.

11. Investigation of Video/Optical Disc

As a continuing effort to support the Agency's information handling production requirements, P&PD will complete its investigation into the feasibility and practicality of providing videodisc production support. Videodisc is seen by industry experts as a possible replacement for micrographics as a cost-effective information storage and retrieval device. The investigation into this technology began in FY-82, but because the industry is changing so rapidly, completion of this project cannot be accomplished until mid FY-83.

12. Television Production Equipment Acquisition, Tracking, and Maintenance Program

P&PD has begun implementation of an Agency-wide coordinated management program for the acquisition, tracking, and maintenance of Agency television production. This program should help eliminate duplication of effort, and should provide for better utilization of equipment and some cost avoidance through consolidated maintenance contracts.

13. Acquisition of a Video Tape Conversion Device

This equipment will be used to convert Agency acquired foreign produced video tapes to the American Standard format. This device will be used to support requirements from the Office of Central Reference, Office of Training and Education, and


the DDI Television Center. It will also be used to replace the current labor intensive kinescoping method of converting this information.



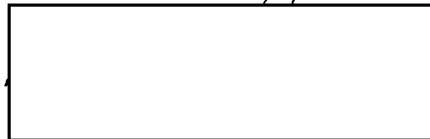
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- c. Plans that impact multiple divisions and have the objective of improving our ability and capacity to track forecasted and crisis type requirements.

1. At this time is it difficult to identify any P&PD initiatives that might impact multiple OL divisions.

2. If you require any additional information or further clarification of the items covered in this memorandum, please contact 

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